

Electronic Document Management System



eFile Training User Guide

Version: 3.4

Topic Overview

The eFile training session includes the following topics:

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Steps when eFiling

1. Prepare the necessary documents.
2. Login to eFile.
3. Select a case type.
4. Enter case information.
5. Add the plaintiffs or petitioners, determined by the case type.
6. Add the defendants or respondents, determined by the case type.
7. Add documents.
8. Review the new filing and enter payment information,
9. Submit the filing.
10. Make sure the case has the 'Received' status and a case date and time stamp.

Prepare Documents

Before initiating a case within the EDMS, it is best to prepare all necessary documents in PDF format.

Create Documents – When creating PDF documents for eFiling, utilize standard fonts (Times New Roman or Arial are the most common).

Note! All documents are sent as PDF files except for Proposed Orders which should be submitted as a Microsoft Word editable format.

Document Size – There is a 20 MB limit per document. Multiple documents can be submitted per case. Each document has a total size limit of 20 MB per submission.

Document Format – Any filing requiring a signature must be signed, with either an actual signature, the symbol “/s/”, or a digitized signature per Chapter 16 rules. The following information about the person signing the filing, if applicable, must be typewritten or printed under the person’s signature -

/s/Name
Law Firm
Mailing Address
Phone Number
Email Address

Paper Exhibits – Scanning

At times paper documents will need to be included with a case – such as a copy of a contract, a copy of a bounced check, or some other item. These items must be scanned as into an accepted electronic format to eFile them. This can be done utilizing a scanner. Court requirements should be reviewed for information on file size, color, and resolution. Most courts will reject a submission if images are larger than 1 MB per page. Black-and-white scans with the resolution set to 200 dpi create pages that are 25-40 KB in size. Using color adds to the size of the file. Only use color when it is a vital element of the exhibit.

Creating Documents – Do not combine motions and proposed orders into one document. These should be filed as separate filings.

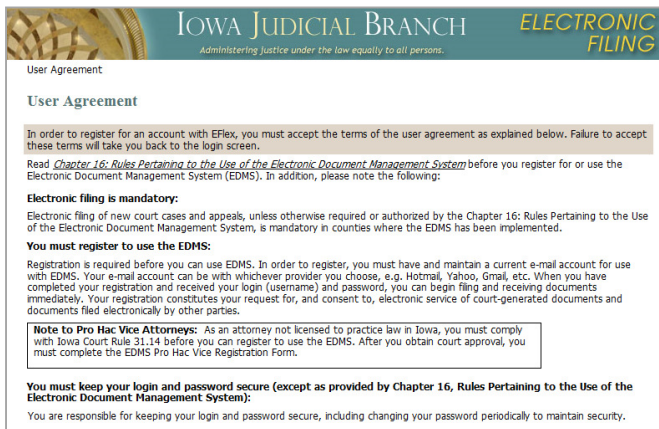
Note! A 100-page document without images or graphs that has been saved in PDF format in black and white will be about 1 MB in size.

Registering for an eFile Account

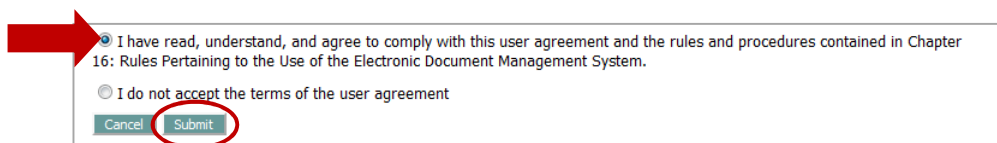
1. Open a web browser (not illustrated).
2. Enter the following URL - <https://www.iowacourts.state.ia.us/Efile> or via the link provided on the Judicial Branch homepage.
3. Click **Request Account** - If you have previously registered, go to: 'Logging into an eFile Account'.



4. Read and review the **User Agreement**. Read and review the **Chapter 16: Rules Pertaining to the Use of the Electronic Document Management System**.



- Click the acceptance radio button to acknowledge the User Agreement and Chapter 16 Rules.



- Click **Submit**.
- Select a **User Role**.

Registered Filer – A registered party or self-represented litigant not filing on behalf of a company or association

Iowa Attorney – An attorney with an AT PIN who is licensed to practice in Iowa

Agent - An officer, employee, or non-lawyer representative of a partnership, association, corporation, or Tribe who is authorized by Iowa code to represent that entity, for example an employee of a property management company or a collector at a financial institution

Government Agency – The non-lawyer staff for an agency such as Department of Public Safety, Department of Transportation, Department of Human Services

Pro Hac Vice – An attorney not licensed to practice law in Iowa who is admitted to practice on a case under the sponsorship of a licensed Iowa attorney.

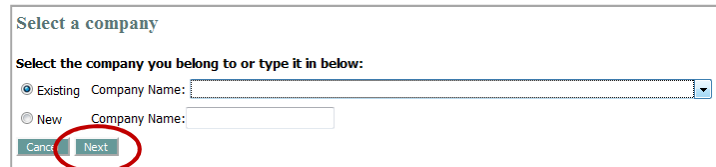
Specialized Non-Party Filers – A non-lawyer who files documents on multiple cases but is not a party, such as a process server, health service provider, or bail bonds agent.



8. Click **Next**.

Note! Registered Filers skip steps 9 and 10. Continue to step 11.

9. Select **Existing** and **scroll through and select** the desired organization. If the desired organization is not listed, click **New** and **enter in the Company Name**.



Select a company

Select the company you belong to or type it in below:

☒ Existing Company Name:

☐ New Company Name:

10. Click **Next**.

11. Complete the required fields to set up a **User Account**.

User Name - select a unique user name. This will be used to log into the eFile system.

Password - choose a password that is at least 4 characters long

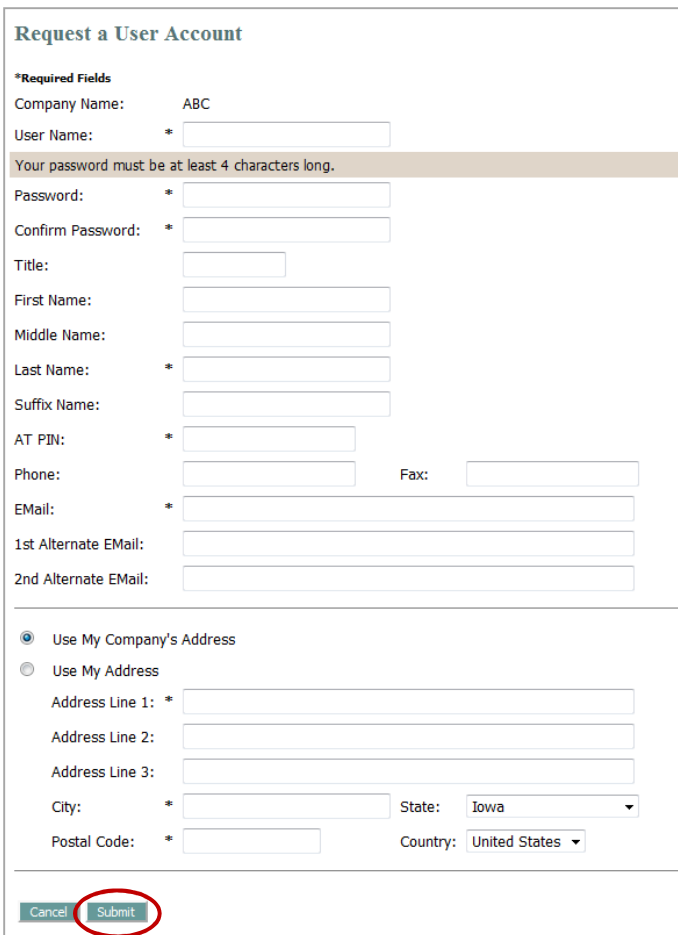
AT PIN - attorney's unique Personal Identification Number assigned by the Office of Professional Regulation. Include a capital AT prior to the numbers.

ICIS ID - For those eFile user accounts that request the ICIS ID, leave this field blank if this information is unknown.

Email - this address will be used to receive courtesy notifications.

Alternate Email – include additional addresses to receive notifications

Address - My Company's Address will display for existing organizations. A new organization will need to enter in the appropriate fields.



Request a User Account

***Required Fields**

Company Name: ABC

User Name: *

Your password must be at least 4 characters long.

Password: *

Confirm Password: *

Title:

First Name:

Middle Name:

Last Name: *

Suffix Name:

AT PIN: *

Phone: Fax:

Email: *

1st Alternate Email:

2nd Alternate Email:

☒ Use My Company's Address

☐ Use My Address

Address Line 1: *

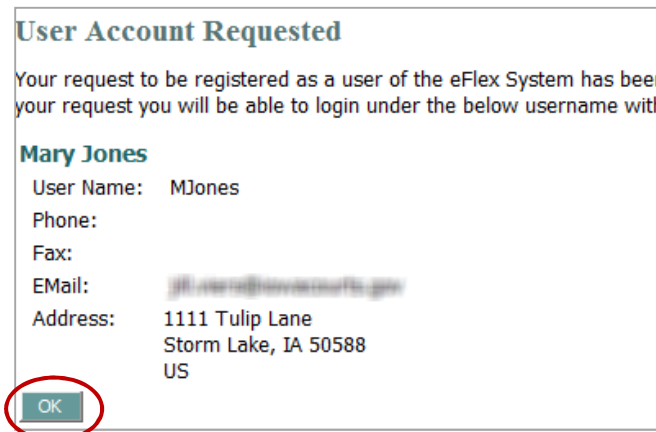
Address Line 2:

Address Line 3:

City: * State: Iowa

Postal Code: * Country: United States

13. A confirmation page will display for the requested User Account. Click **OK**.



User Account Requested

Your request to be registered as a user of the eFlex System has been approved. From now on, your request you will be able to login under the below username with the below password.

Mary Jones

User Name: MJones

Phone:

Fax:

Email: mjones@iowacourts.gov

Address: 1111 Tulip Lane
Storm Lake, IA 50588
US

OK

Note! An email confirmation will be sent to the registered email address when the registration has been approved.

Note! If an Attorney PIN and last name entered during the registration process is accurate, the account request is automatically approved and immediate access to the eFile system is available.

Logging into an eFile Account

1. Return to the **Log In** page, and enter the **User Name** and **Password** just registered.
2. Click **Log In**.



IOWA JUDICIAL BRANCH **ELECTRONIC FILING**
Administering Justice under the law equally to all persons. powered by eFlex from Tybers

Welcome Terms of use Payment policy Support

Welcome eFiling

Mission Statement
The Iowa Judicial Branch dedicates itself to providing independent and accessible forums for the fair and prompt resolution of disputes, administering justice under law equally to all people.

Welcome. You have reached the website for electronically filing cases and documents with the Iowa Court System. You must have an account to use this service.

Log In

Enter your User Name and Password.

User Name:

Password:

Log In [Forgot Your Password?](#)

Request Account

Forgot Your Password

1. Click **Forgot Your Password?**



The screenshot shows the Iowa Judicial Branch eFiling website. The header includes the Iowa Judicial Branch logo and the text 'ELECTRONIC FILING'. Below the header, there is a 'Welcome' section with a 'Mission Statement' and a 'Log In' section. The 'Log In' section has fields for 'User Name' and 'Password', and buttons for 'Log In', 'Forgot Your Password?', and 'Request Account'. The 'Forgot Your Password?' link is circled in red.

2. **Enter** in the User Name.
3. Click **Submit**.



The screenshot shows the 'Request Password Reset' form. It includes a paragraph explaining the process: 'After submitting your user name, an email will be sent to the primary email address listed in your account. This email will contain a secure link to ECF that will display a page containing a new random password. You will be able to log in to ECF using this new password and then change your password to one of your choosing.' Below this, there is a text input field labeled 'Enter your user name below:'. The field is highlighted with a red box, and a red arrow points to it. There are 'Cancel' and 'Submit' buttons at the bottom.

4. After submitting the user name, an email will be sent to the primary email address listed in the account. This email will contain a secure link that will display a page containing a new random password.
5. Return to the **Log In** page, and enter the **User Name** and **Temporary Password** just assigned.
6. Click **Log In**.



The screenshot shows the Iowa Judicial Branch eFiling website. The 'Log In' section has fields for 'User Name' and 'Password', and buttons for 'Log In', 'Forgot Your Password?', and 'Request Account'. The 'Log In' button is circled in red, and a red arrow points to it.

Note! Passwords can be reused.

Support Contact Information

For technical problems or questions regarding eFiling, contact the eFiling Help Desk. Find the number by using the support link on the eFiling website.



Home Screen

Note! The Home Page buttons may change dependent on which role is selected when setting up the account.



Menu Options

Home – This is a link to return to the home screen of eFiling.

eFile – Four types of eFile options are available: New Case, Existing, Filing Status, Draft Filings.

Cases – Contains entries for My Cases, Notifications, and Filing Charges.

My Profile – Links to edit My Profile, Change Password, and Log in History.

Log Out – This link will end the current session.

Note! A session will terminate automatically if there is no activity on the webpage for 20 minutes. A session is considered active as long as there is interaction with the web server.

Home Page Buttons

Five action buttons are easily accessible from the home page – New Case, Existing Case, Filing Status, My Cases, and Notification.



New Case – Initiate a new case

Existing Case – File subsequent document to existing case

My Filings - Check the status of your filings

My Cases – List of my electronic cases filed

Notifications – Review electronic notifications

Filing a New Case

Initiate a case by adding the information normally captured in a paper coversheet and attaching any necessary documents to the filing.

Note! Click Move to Draft to save a case to finish at a later time.

Important! All documents should be created or scanned prior to accessing or starting an eFile case.

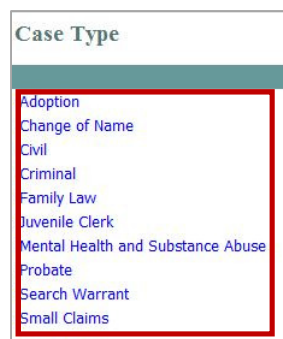
Note! Small Claims fillable forms are available on the eFile site.

1. Click **New Case**.



Home	eFile	Cases	My Profile	Log Out
Home				
New Case	File new case			
Existing Case	File subsequent document to existing case			
My Filings	Check the status of my filings			
My Cases	List of my ECF cases			
Notifications	Review your Notifications			

2. Click the **Case Type**.

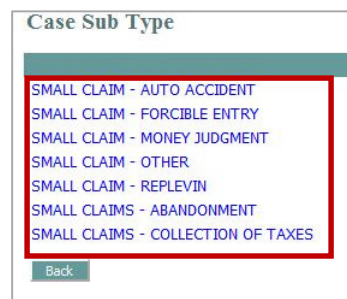


Case Type

- Adoption
- Change of Name
- Civil
- Criminal
- Family Law
- Juvenile Clerk
- Mental Health and Substance Abuse
- Probate
- Search Warrant
- Small Claims

3. Select the **Case Sub Type**.

Note! Small Claims is displayed, but the Sub Type will vary dependent upon which category is selected.



Case Sub Type

- SMALL CLAIM - AUTO ACCIDENT
- SMALL CLAIM - FORCIBLE ENTRY
- SMALL CLAIM - MONEY JUDGMENT
- SMALL CLAIM - OTHER
- SMALL CLAIM - REPLEVIN
- SMALL CLAIMS - ABANDONMENT
- SMALL CLAIMS - COLLECTION OF TAXES

Back

4. **Complete the required fields.** The * denotes the required fields.

Filer Reference No – number used for tracking within the filer's organization

***County** – Select the appropriate county

***Case Title** – enter in a title, the clerk's office will review and edit accordingly

Prayer Amount – for Small Claims only, will not display for other case types

***Add My Parties** – by default the eFiler is entered as a Plaintiff. Click on the Participant Name and complete as many fields of data that are available.

***Add Other Parties** – enter in as much data that is available on the other party.

Note! There is a limit of 999 parties on a case.

Note! When adding party data, this information replaced the Confidential Information Form.

Note! There is an assumption that when creating the case, My Parties is the Plaintiff. Other parties are assumed to be the Defendant. Change the Party Type as needed.

Case Initiation: SMALL CLAIM - MONEY JUDGMENT



Filer Reference No (Enter your office reference number - if applicable)

County *

Case Title *

Prayer Amount Small Claims must be no more than 5000

Add Case Participants

	Participant Name	Role	Attorney(s) for Party
 	TEST FILER16	Plaintiff	

Note! To delete a party entered in error, click the red X in front of the party's name.

Note! To copy a party's data (for example individuals who live at the same address), click the copy party data icon.

Note! The **Add A Party (Add Other Parties) data page** defaults to **Person**. When entering in a company's data, select the Business radio button.

Note! The **Party Type** defaults to Plaintiff and Defendant. For those case types that use additional roles, select the drop-down menu to select other party roles.

Add a Party: SMALL CLAIM - MONEY JUDGMENT

Party Type:

☐ Business ☒ Person

ICIS ID:

First Name: *

Middle Name:

Last Name: * (or Business Name)

SSN: (e.g.: 123-45-6789)

EIN: (e.g.: 12-3456789)

DOB:

Driver's License:

Work Phone:

Cell Phone:

Home Phone:

E-Mail:

Fax #:

Physical or Last Known Address:

☐ Work ☒ Home

Confidential Address: ☐

Add an Attorney for this Party

Last Name: *

Attorney PIN: *

Type:

Last Name	Attorney PIN	Type	Delete
LINCOLN	MSTR00003384	Agent	

Additional Alias or Business Name

☐ Business ☒ Person

First Name:

Middle Name:

Last Name: * (or Business Name)

Type	First Name	Last Name - Business	Delete
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Note! For those individuals (for example, victims) who have a confidential address, select the **Confidential Address** box.

Physical or Last Known Address:

☐ Work ☒ Home

Confidential Address: ☐

Address Line 1:

Address Line 2:

Address Line 3:

- Once all party data is complete, click **Next**.

Case Initiation: SMALL CLAIM - MONEY JUDGMENT



Filer Reference No (Enter your office reference number - if applicable)

County *

Case Title *

Prayer Amount Small Claims must be no more than 5000

Add Case Participants

	Participant Name	Role	Attorney(s) for Party
 	TEST FILER16	Plaintiff	

- Select a **Document Category** for the type of document to be added to the case.
Note! If unsure of what category to select, leave this field blank.
- Select a **Document Type**.
Note! Use the drop down to select the document or type the name of the document in this field to locate the **Document Type**.

Note! Additional Text – This additional text helps the clerk, judge, or other participants understand more about the document.

Document Category -- select a Document Category --

Document Type * -- select a Document Type --

Additional Text

☐ Filed under order to seal Date of order to seal

Acceptable File Format Type(s) (*.pdf)

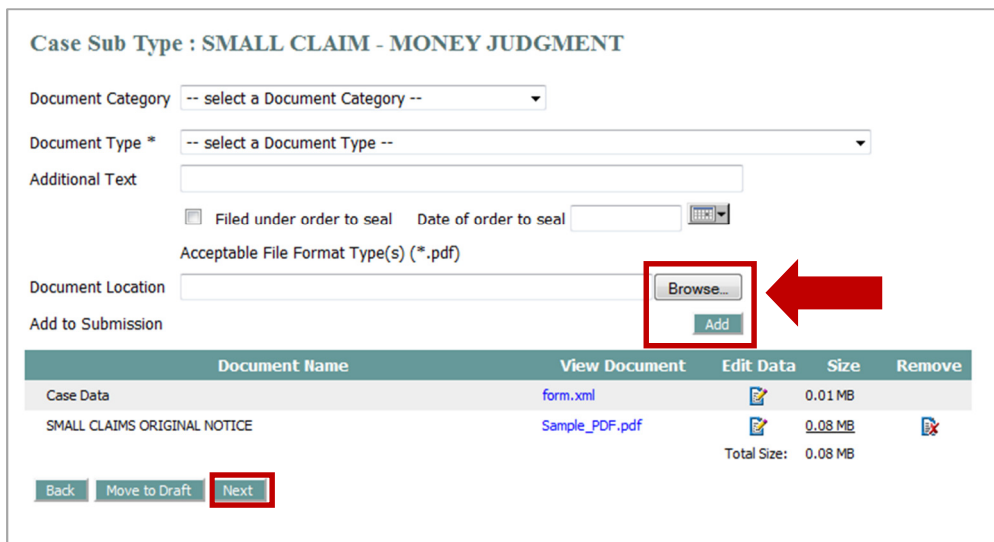
- If applicable, check the **filed under Order to Seal** and the **Date of Order to Seal**.

Protected Information Note! It is the eFiler's responsibility to ensure, according to the Chapter 16 rules, that Protected Information is omitted or redacted from documents before the documents are filed. The Clerk of Court will not review filings to determine whether appropriate omissions or redactions have been made. Once a redacted document is submitted, the eFiling system will elevate the security level on the original document to prevent the protected information is not visible to the public.

eFiler's are also responsible for submitting the Protected Information Form, if applicable, (located on the Judicial Branch website) with the key to the redacted information.

Note! When filing Redacted documents, select Redaction as the Document Category and Type.

9. Click **Browse**.
10. Locate the document (not illustrated).
11. Click **Save** (not illustrated).
12. Click **Add**.



Case Sub Type : SMALL CLAIM - MONEY JUDGMENT

Document Category: -- select a Document Category --

Document Type *: -- select a Document Type --

Additional Text:

☐ Filed under order to seal Date of order to seal:

Acceptable File Format Type(s) (*.pdf)

Document Location: **Browse...**

Add to Submission:

Document Name	View Document	Edit Data	Size	Remove
Case Data	form.xml		0.01 MB	
SMALL CLAIMS ORIGINAL NOTICE	Sample_PDF.pdf		0.08 MB	
Total Size:			0.08 MB	

13. Click **Next**.

Important! Click the file name to open and review the document prior to submitting.

Optional! If a document has been added in error, click the icon in the Remove column to delete the document.

Note! Once the case has been submitted through the EDMS system, each document will receive the Date and Time Stamp.

Note! Multiple documents can be submitted per case. Each document submission has a total size limit of 20 MB. Select the category of Attachments to add parceled documents.

Note! Click **Move to Draft** to save this filing to complete at a later time.

14. **Review the filing information.** Verify the information (**Case Data, Documents**) that have been added to the case.
15. Click **Add Real Estate** to add physical land/residence to a case, if applicable.
16. Enter in any **Special Filing Instructions for the Clerk.**
17. Click **Enter Payment Information.**

☐ Emergency

Generated Case Data: [Change Case Data](#)
[View Data](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
PETITION	Sample Petition.pdf

New Properties: [Add Real Estate](#)

Special Filing Instructions for the Clerk:

Payment Method:
 Payment in behalf of:

☐ Pay by Credit Card
 Estimated Fees: \$185.00

☐ No fees for this filing
 There are no fees associated with this filing - i.e. Probate Estate Petition

☐ Multiple Adoptions
 Multiple Adoptions being filed at the same time - IA Code Section 602.8105(1)

☐ Order granting exemption
 An order was issued granting exemption from the filing fee.

☐ Pay at Counter
 Non Credit Card Payments

☐ Small Claims FED/MJ
 Small Claims Forcible Entry and Detainer and Money Judgment filed together - IA Code Section 648.19(3)

☐ Government Agency Waiver
 To be used only by authorized Government Agencies - IA Code Section 252A.10

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

Credit Card Payment Process

When selecting to pay by credit card, follow this process.

1. Select **Pay by Credit Card.**

Payment in behalf of:

☐ Pay by Credit Card
 Estimated Fees: \$185.00

☐ No fees for this filing
 There are no fees associated with this filing - i.e. Probate Estate Petition

☐ Multiple Adoptions
 Multiple Adoptions being filed at the same time - IA Code Section 602.8105(1)

☐ Order granting exemption
 An order was issued granting exemption from the filing fee.

☐ Pay at Counter
 Non Credit Card Payments

☐ Small Claims FED/MJ
 Small Claims Forcible Entry and Detainer and Money Judgment filed together - IA Code Section 648.19(3)

☐ Government Agency Waiver
 To be used only by authorized Government Agencies - IA Code Section 252A.10

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

2. Verify the **Payment Information**. Click **Continue**.



Iowa Government Online *Iowa* Electronic Payment Solutions

PRIVACY CUSTOMER SERVICE HELP EXIT

Make a Payment - Iowa Judicial Branch

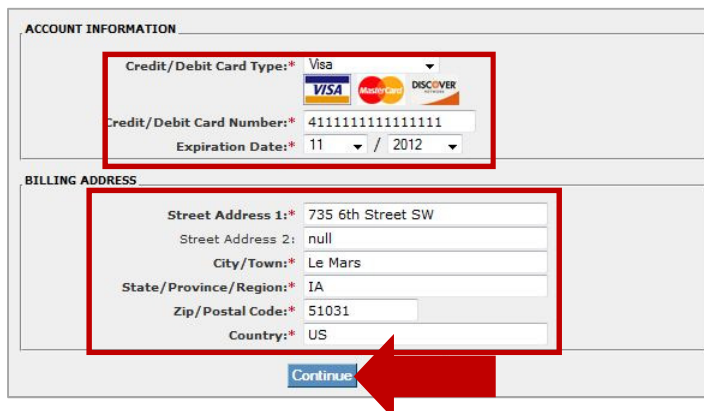
PAYMENT INFORMATION

Payment Amount: **\$85.00**
Payment Method: **Credit/Debit**
Payment Date: **Sep-26-2011**

Continue

Browser Requirements

3. Complete the **Account information** section.
4. Verify the **Billing Address**.
5. Click **Continue**.



ACCOUNT INFORMATION

Credit/Debit Card Type: * Visa
Credit/Debit Card Number: * 4111111111111111
Expiration Date: * 11 / 2012

BILLING ADDRESS

Street Address 1: * 735 6th Street SW
Street Address 2: null
City/Town: * Le Mars
State/Province/Region: * IA
Zip/Postal Code: * 51031
Country: * US

Continue

6. Verify the **Contact Information**.
7. The billing information will also be displayed. Make any changes as necessary.
8. Click **Continue**.

Contact Information

*Required Field

CONTACT INFORMATION

First Name:* Test

Last Name:* Filer

Company Name:

Phone Number:* 515-555-1212

E-mail Address:* emailgoeshere@gmail.com

You must select your billing address as your contact address or enter a new contact address.

☒ Use my Billing Address as my Contact Address
735 6th Street SW
null
Le Mars, Iowa 51031
UNITED STATES

☐ Use the address entered below as my contact address

Street Address 1:* 735 6th Street SW

Street Address 2: null

City/Town:* Le Mars

State/Province/Region:* IA

Zip/Postal Code:* 51031

Country:* US

Continue

9. The Verify Payment page will display all entered data. **Verify the email** to receive payment information.
10. Enter in the **3 digit security code** on the back of the credit card.
11. Click **Confirm**.

Verify Payment - Iowa Judicial Branch

Please review the information below and select Confirm to process your payment. If you need to make any changes to your payment, select Cancel to return to the previous screen.

Your Payment Detail

Payment Amount: **\$85.00**

Payment Date: **Sep-26-2011**

Your Account Detail

Payer Name: **Test Filer**

Card Number: **XXXXXXXXXXXXXXXX1111**

Card Type: **Visa**

Expiration Date: **Nov-2012**

Your Credit/Debit Card Billing Address

Street Address 1: **735 6th Street SW**

Street Address 2: **null**

City/Town: **Le Mars**

State/Province/Region: **Iowa**

Zip/Postal Code: **51031**

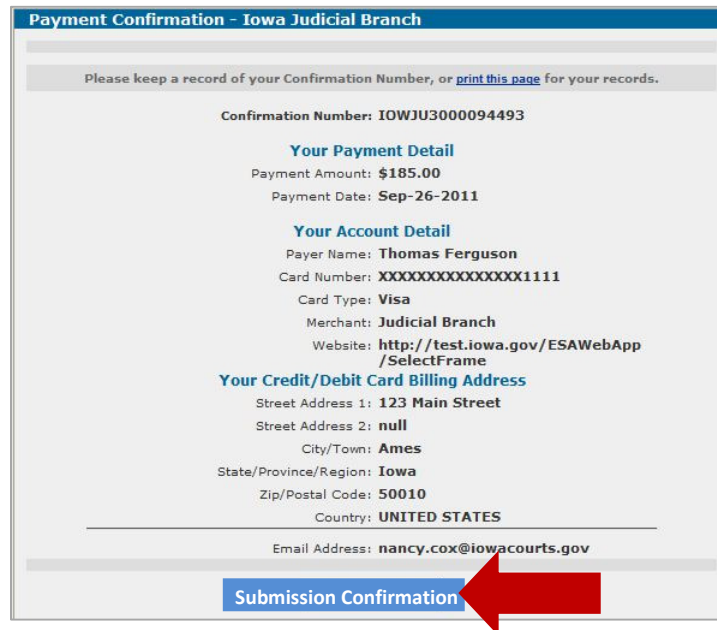
Country: **UNITED STATES**

Send an email confirmation: **iowaclerks@gmail.com**

3-digit code on the signature strip of your credit card:

Confirm

- The Payment Confirmation will display. This information will also be sent via email to the account listed in step 8. Click the **Submission Confirmation** button.



Payment Confirmation - Iowa Judicial Branch

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number: IOWJU3000094493

Your Payment Detail
 Payment Amount: \$185.00
 Payment Date: Sep-26-2011

Your Account Detail
 Payer Name: Thomas Ferguson
 Card Number: XXXXXXXXXXXXXXX1111
 Card Type: Visa
 Merchant: Judicial Branch
 Website: <http://test.iowa.gov/ESAWebApp/SelectFrame>

Your Credit/Debit Card Billing Address
 Street Address 1: 123 Main Street
 Street Address 2: null
 City/Town: Ames
 State/Province/Region: Iowa
 Zip/Postal Code: 50010
 Country: UNITED STATES

Email Address: nancy.cox@iowacourts.gov

Submission Confirmation

Existing Case

After a case has been created or converted to electronic format, a registered party can file subsequent data to that case.

Note! Prepare documents prior to accessing an existing case.

Note! Multiple Cases can be filed on at one time. It is *important* to remember that the document must have all of the applicable case numbers included.

Searching to file on a single Existing Case

- Click **Existing Case**.



Home	eFile	Cases	My Profile	Log Out
Home				
New Case		File new case		
Existing Case		File subsequent document to existing case		
My Filings		Check the status of my filings		
My Cases		List of my ECF cases		
Notifications (15)		Review your Notifications		

- Select appropriate **County**.
- Enter in **Case Number**.
- Enter in any **Participant's Last Name**.

Select county and type in a case number and participant name

County: Black Hawk ▼

Case Number (Ex: SCSC126139): SMCR153449

Participant's Last Name: Uvodich

[Add this case to your list](#) [File on this case](#)

5. Click **File on this case**.
6. Skip to **Adding a Document**.

Note! Cases where the filer is an active litigant will display at the bottom the Existing Case screen.

Note! For those cases that you are a registered party to the case, click **Search My Cases** to locate a case not displayed on the page.

Note! If you are having issues pulling up an existing case, call the clerk's office to check on the spelling of the participant's last name.

Searching to file on Multiple Cases

1. Click **Existing Case**.

Home	eFile	Cases	My Profile	Log Out
Home				
New Case		File new case		
Existing Case		File subsequent document to existing case		
My Filings		Check the status of my filings		
My Cases		List of my ECF cases		
Notifications (15)		Review your Notifications		

2. Select appropriate **County**.
3. Enter in **Case Number**.
4. Enter in any **Participant's Last Name**.

Select county and type in a case number and participant name

County: Black Hawk ▼

Case Number (Ex: SCSC126139): SMCR153449

Participant's Last Name: Uvodich

[Add this case to your list](#) [File on this case](#)

5. Click **Add this case to your list**.
6. **Repeat steps 2 – 4** for the cases where there are multiple case numbers to file upon.

Note! Cases where the filer is an active litigant will display at the bottom the Existing Cases screen.

Note! For those cases that you are a registered party to, click **Search My Cases** to locate a case not displayed on the page.

Note! For those cases that you are a registered party to, (displayed at the bottom of the page), click **Add** to add the cases to the current filing.

Or, select a recent case, filter all your cases, file on a specific case, or add cases to your filing list.

Search My Cases

	Case Title	Case Number	
Add	TESTING ADD NOTIFICATION	AGCR 153383	AGGRAVATED MISDEMEANOR
Add	TEST SECURITY ON ADOPTION	ATCV 105281	ADOPTION
Add	TEST OF CIVIL - CONTRACT DEBT COLLECTION	ATCV 105285	ADOPTION
Add	JOHN DOE VS JANE DOE	CDDM000039	Children

Note! Click on the **Defendant Names** column heading to filter the data for ease in locating specific cases. The name of any defendant or juvenile for criminal or juvenile cases should display in this column.

Or, select a recent case, filter all your cases, file on a specific case, or add cases to your filing list.

Search My Cases

Number of cases displayed per page: 50

	Case Title	Case Number	Case Type	County	Defendant Names
Add	STATE VS AMANDA JEAN LINCOLN	SRCR 153555	Drugs	Black Hawk	LINCOLN

- After adding the multiple case numbers, they will display at the top of the page. **Verify that this information is correct.**

Existing Cases

Cases that will be filed on File on these Cases

	Case Number	Case Title
Remove	SMCR 153451	STATE VS UVODICH, MASON
Remove	SMCR 153450	STATE VS UVODICH, MASON
Remove	SMCR 153448	STATE VS UVODICH, MASON
Remove	SMCR 153449	STATE VS UVODICH, MASON

- After review, click **File on These Cases**.

Note! If a case has been added in error, click **Remove** to delete the case from the filing package.

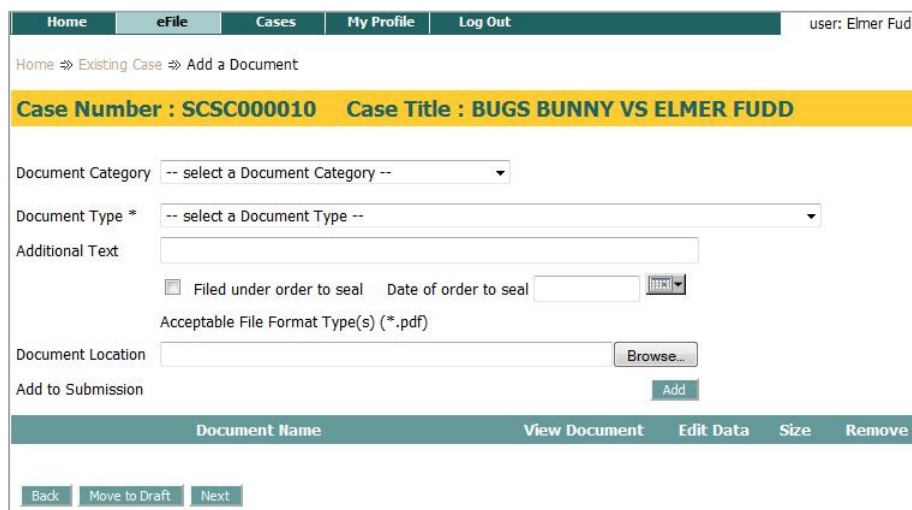
Cases that will be filed on File on these Cases

	Case Number	Case Title
Remove	SMCR 153451	STATE VS UVODICH, MASON
Remove	SMCR 153450	STATE VS UVODICH, MASON
Remove	SMCR 153448	STATE VS UVODICH, MASON
Remove	SMCR 153449	STATE VS UVODICH, MASON

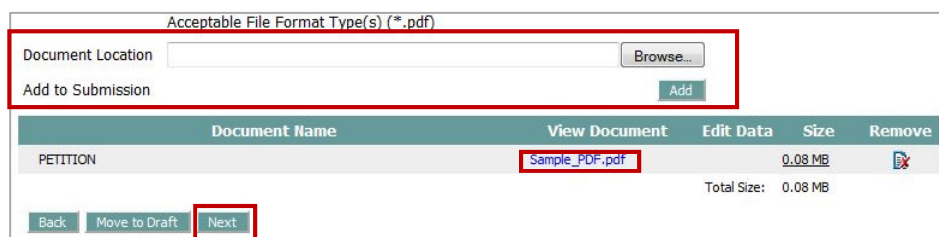
Adding a Document

Documents can be added to any existing case(s). The Case Number and Case Title will display in a yellow banner for existing cases or will display Multi Case if multiple case numbers are selected.

1. Select a **Document Category** for the type of document to be added to the case.
Note! If unsure of what category to select, leave this field blank.
2. Select a **Document Type**.
Note! Type the name of the document in this field to locate the **Document Type**.



3. Complete **Additional Text** if desired.
Note! This additional text helps the clerk, judge, or other participants understand more about the document.
4. Click **Browse**.
5. **Locate the document** to attach.
6. Click Open in the system window (not illustrated).
7. Click **Add**.
Note! A message will display while the document is uploading. For small documents this may not even be visible.



Optional! If a document has been added in error, click the icon in the **Remove** column to delete the document.

8. Click the **File Name** in the View Document column to review the document loaded properly.
9. Repeat this process to add additional documents.
10. Click **Next**.

Note! Your submitted document(s) will receive a file stamp with the time they were submitted by you (when they hit our server).

11. **Note!** There is a 20 MB limit per submission (multiple documents may be in one submission). Multiple documents can be submitted per case. Submissions that exceed 20 MB may be submitted in parts to meet the size requirements. Select the category **Attachment** to add parceled documents.

12. On the Review and Approve Filing page, **verify all information** being submitted to the case is accurate and complete. Add additional information as needed (not illustrated).

Note! If applicable, complete the **Payment Information**.

13. Click **Submit the Filing**.

Existing Party Information

Modified	Participant Name	Role
	JOHN JONES	Plaintiff
	TEST FILER4	Plaintiff

Special Filing Instructions for the Clerk:

Back

Cancel (Delete)

Move to Draft

Submit the Filing

My Filings

1. From the eFile menu option, select **My Filings**, or click **My Filings** on the home page.



2. Enter the date or date range of the filing in the **search fields**.
3. Enter additional fields as necessary.
4. Click **Go**.



5. To review according to the Filing Status, click the **Status** heading.

Note! The status may take a few minutes to update. Refresh the status page to see the status of the submission change.

Listed below are the filing statuses and definitions.

Package Pending – Documents and data are being prepared in an electronic package to be sent to the Court's Electronic Document Management (EDMS) System.

Packaged – The submission is prepared and sent to EDMS.

Received – Documents and data have been received by EDMS and the filing time has been recorded.

Awaiting Approval – The submission is available in Clerk Review but the court clerk has not yet reviewed and approved the filing.

Filed – If the submission includes a proposed document, the status will be 'Filed' once that document has reached the Judicial Interface Queue is.

Note! For proposed orders, *Filed* does not mean that the order has been accepted. A status of *Filed* means only that the court has received and recorded the filing. The judge still must take action on it.

Accepted – The clerk has approved the submission, and it is being processed (most likely file stamped and docketed).

Return Not Filed – The clerk has found a problem that will prevent the submission from being processed and has therefore returned the submission to the filer with an explanation. Click the **Resubmit** button from the My Filings page to create a new submission based on the previous submission. The potential new submission will include links to the documents from the returned submission.

Resubmitted – The filing has been resubmitted.

My Filings Between 11/12/2010 and 11/16/10

Delete

Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status
7434		SCSC126208	Black Hawk	11-12-2010:07:34:10 AM	RESTITUTION REPORT	Filed
7644		CVCV045083	Story	11-10-2010:02:50:21 PM	PETITION	Filed
7643		CNCN001393	Story	11-10-2010:02:47:14 PM	PETITION	Filed
7642		AGCR042086	Story	11-10-2010:02:41:57 PM	TRAFFIC TICKET FILING	Filed
7633			Story	11-09-2010:07:20:55 PM	PETITION FOR INTERVENTION	Awaiting Approval
7632		SCSC126139	Black Hawk	11-09-2010:06:53:46 PM	APPLICATION TO CONDEMN	Awaiting Approval
7535			Story	11-09-2010:06:44:32 PM	PETITION	Awaiting Approval
7631		FEER153398	Black Hawk	11-09-2010:06:16:31 PM	CRIMINAL COMPLAINT	Filed
7627		ESPR056823	Black Hawk	11-09-2010:11:53:47 AM	APPLICATION TO CONDEMN	Filed

Note! Whenever a civil or small claims case (not subject to Certified Mail Service) has been filed, the Original Notice is signed and returned by the clerk so this document can be served on the defendants established on the case.

Note! For small claims, the system will generate an Answer and Appearance document which must be served with the Original Notice.

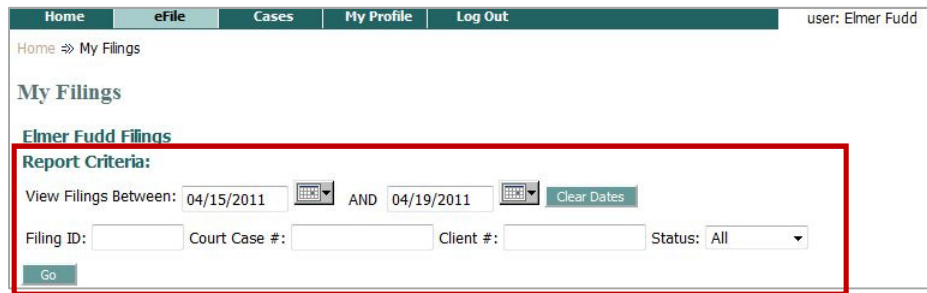
Accessing Original Notice and Answer and Appearance Documents

- From the eFile menu option, select **My Filings**, or click **My Filings** on the home page.



- Enter the **date or date range** of the filing of the Original Notice.
- Enter **additional fields** as necessary.

- Click **Go**.



- Click the **Original Notice** or **Answer and Appearance** (for small claims only) to view the document(s).

My Filings Between 04/19/2011 and Today

Delete

Filing ID	Client #	Court Case #	County	Date Submitted	Document Type	Status
9513		SCSC 126312	Black Hawk	04-19-2011:08:22:03 PM	SMALL CLAIMS ORIGINAL NOTICE	Filed


NEW SMALL CLAIMS ORIGINAL NOTICE
NEW SMALL CLAIMS APPEARANCE AND ANSWER FORM

Note! The status may take a few minutes to update. Refresh the page to see updates.

- Print** the documents.

Important Note! Filer must wait to receive the forms back from the Clerk as 'Filed', with a case number, before it can be taken to a Sheriff or Process Server to be taken to the defendant.

Note! It is the Filer's responsibility to serve the other party of this court matter.

Note! The receipts stay on the eFiling system for 90 days. It is best practice to save the documents to an accessible location in the future.

Resubmit a Returned Filing

If a filing has been returned for clarification by the Clerk of Court, it will be returned to the eFiler. These filings can be resubmitted. When a filing is returned, it will be assigned a status of Returned Not Filed. A resubmit button will appear next to the filing, allowing the eFiler to change what was in error by either deleting the document in question or correcting the information entered.

Note! If a submission is Returned Not filed, the receipt will include a reason field. Although some reasons are entered automatically by the system, for example, if one of the documents contained a virus, the clerk will provide a reason for the returned filing.

- Click **My Filings** from the homepage.



2. Enter in search data to locate the case. For example, the date range the case was submitted. Click **Go**.



3. Locate the filing marked as **Returned Not Filed** in the Status column. Click **Resubmit**.



My Filings Between 12/23/2010 and 12/29/2010						
	Filing ID	Client #	Court Case #	County	Date Submitted	Document Type
<input type="checkbox"/>	8066			Black Hawk	12-23-2010:09:27:19 AM	SMALL CLAIMS ORIGINAL NOTICE
<input type="checkbox"/>	8042		CNCV105374	Black Hawk	12-23-2010:09:26:36 AM	PROPOSED OTHER DECREE

4. This will open a new filing, copying the data from the original filing, but it will allow the eFiler to make adjustments to the case data, documents, and other pertinent information. Make changes as needed and complete the filing (not illustrated).

Draft Filings

If at any time (prior to final submission) a case can be saved as a draft to complete at a different time. Draft filings can be accessed via the eFile menu, Draft Filings.

From the eFile menu, click **Draft Filings** to access any cases saved as drafts.



When creating a case, click **Move to Draft** to save a case without submitting it to the clerk's office. Cases that have been moved to draft will be available via the **Draft Filings** in the eFile menu illustrated above.



Note! Draft filings remain in the eFiling system for 90 days. A **Days until Deletion** column displays the days remaining to file on the case.

Note! Click the checkbox in front of a Draft Filing and click **Delete** to permanently remove the filing.

Draft Filings						
<input type="checkbox"/> Delete						
<input type="checkbox"/>	Filing ID	Client #	Court Case #	Filing Description	Create Date	Days Until Deletion
<input type="checkbox"/>	7887		SCSC126208	SMALL CLAIM - MONEY JUDGMENT	12-06-2010:04:08:33 PM	69
<input type="checkbox"/>	7839		SCSC126232	SMALL CLAIM - MONEY JUDGMENT	11-30-2010:03:37:49 PM	63
<input type="checkbox"/>	7438	324		ADOPTION	11-01-2010:03:32:33 PM	34
<input type="checkbox"/>	7358			CIVIL - OTHER ACTIONS	10-26-2010:10:41:23 AM	28
<input type="checkbox"/>	7355		SCSC126208	SMALL CLAIM - MONEY JUDGMENT	10-25-2010:02:12:20 PM	27
<input type="checkbox"/>	7306			AGGRAVATED MISDEMEANOR - DRIVING WHILE BARRED	10-22-2010:03:08:51 PM	24
<input type="checkbox"/>	7217		SCSC126208	SMALL CLAIM - MONEY JUDGMENT	10-12-2010:09:12:25 PM	14
<input type="checkbox"/>	7182			CIVIL - ADMINISTRATIVE APPEAL	10-11-2010:07:04:55 PM	13

Cases Menu

Three options are available in the Cases menu – My Cases, Notifications, and Filing Charges.

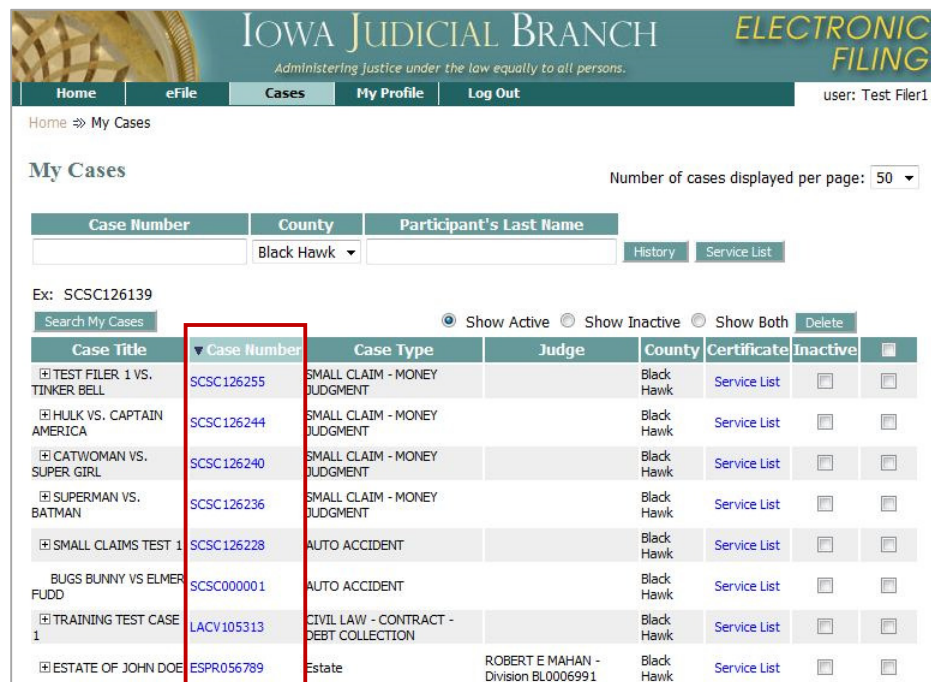
My Cases

When a case is initiated or a follow-up has been filed, even if it is just a notification, the case number is added to the My Cases for those that matching the username of the registered eFiler.

1. Select **My Cases** from the Cases menu or click the My Cases button from the home screen.

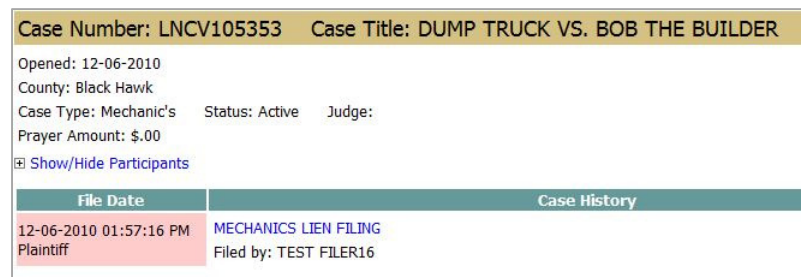


- Click on the **Case Number** to access the case information and documents (if available).



Note! Dependent upon the eFiler's role and the case level security settings the case documents may be available for downloading within My Cases listing.

- The case information will display in a separate window. Review any information that has been submitted on the case.



4. Click on **Service List** to display the service list notification generated by the system.

Case Title	Case Number	Case Type	Judge	County	Certificate	Inactive	
TEST FILER 1 VS. TINKER BELL	SCSC126255	SMALL CLAIM - MONEY JUDGMENT		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>
HULK VS. CAPTAIN AMERICA	SCSC126244	SMALL CLAIM - MONEY JUDGMENT		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>
CATWOMAN VS.	SCSC126240	SMALL CLAIM - MONEY		Black	Service List	<input type="checkbox"/>	<input type="checkbox"/>

Service List

The electronic filing system has served the following people:

Service List RE: SCSC126208

Case Number: SCSC126208
Judge:
Court: TRIAL COURT
 Black Hawk
Case Title: SMITH VS JONES

This certificate was automatically generated by the courts auto-notification system.
Date Generated: 12-27-2010:14:49:43

I hereby certify that on 12-27-2010, I electronically filed the foregoing with the Clerk of the Court by using the ECF system which will send a notice of electronic filing to the following:

DANIEL BRAY
 TERRY FOX
 JENNIFER BENNETT

Note: The rules define the clerk of court as responsible for service of court-generated documents. Additionally on small claims cases that by statute can be served by certified mail, when the filer has selected and paid for certified mail in the electronic filing system or at the clerk of court office, the clerk of court is responsible for service of the original notice and answer and appearance by certified mail in accordance with the Code of Iowa.

Page Display

The page display defaults to 50 cases displayed per page. Select a different setting from the drop-down menu as desired.

My Cases

Number of cases displayed per page: 50

Case Number	County	Participant's Last Name	
	Black Hawk		History Service List

Ex: SCSC126139

Search My Cases

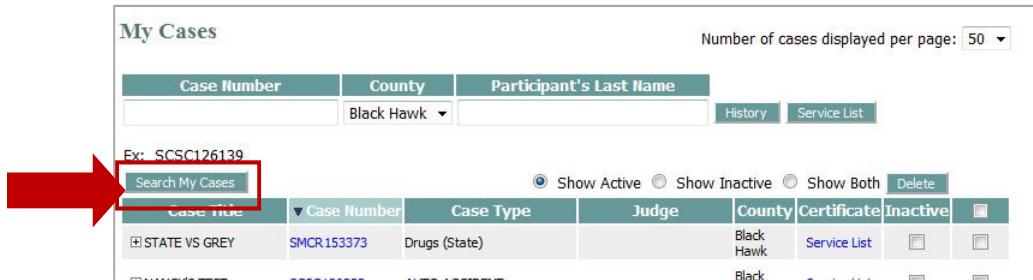
☒ Show Active
 ☐ Show Inactive
 ☐ Show Both

Case Title	Case Number	Case Type	Judge	County	Certificate	Inactive	
STATE VS GREY	SMCR153373	Drugs (State)		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>
	SCSC126255	SMALL CLAIM - MONEY JUDGMENT		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>
	SCSC126244	SMALL CLAIM - MONEY JUDGMENT		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>
	SCSC126240	SMALL CLAIM - MONEY		Black	Service List	<input type="checkbox"/>	<input type="checkbox"/>

Search Fields

Utilize the searchable fields to locate non-confidential cases that are not displayed in the My Cases listing.

1. Click **Search My Cases**.



My Cases Number of cases displayed per page: 50 ▼

Case Number	County	Participant's Last Name
<input type="text"/>	Black Hawk ▼	<input type="text"/>

History Service List

Ex: SCSC126139

Search My Cases ☒ Show Active ☐ Show Inactive ☐ Show Both

Case Title	Case Number	Case Type	Judge	County	Certificate	Inactive	
STATE VS GREY	SMCR153373	Drugs (State)		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>

2. Enter in the **Case Title** and **Case Number**.

Search Cases Number of cases displayed per page: 50 ▼

Search by:

Enter a part of the case title or complete case numbers as search criteria. If you leave the right case number field blank but enter a case number into the left field, all case numbers greater than or equal to the case number entered will be returned. If you leave the left case number field blank but enter a case number into the right field, all case numbers less than or equal to the case number entered will be returned.

Case Title:

Case Number: (Ex: SCSC126139) to

☒ Show Active ☐ Show Inactive ☐ Show Both

There are no cases on record for you.

3. Click **Search**.

Inactive Cases

Mark cases as Inactive to remove them from the My Cases display. This does not delete them, simply hides them from the Active view. Remove the Inactive status to return the case to the Active view. For those registered participants of the case, electronic notifications will still be received on Inactive status cases.

1. To inactivate a case, **click the checkbox** in the Inactive column.

My Cases Number of cases displayed per page: 50 ▼

Case Number	County	Participant's Last Name	
	Black Hawk ▼		History Service List

Ex: SCSC126139

Search My Cases
☒ Show Active
 ☐ Show Inactive
 ☐ Show Both
 Delete

Case Title	Case Number	Case Type	Judge	County	Certificate	Inactive	
STATE VS GREY	SMCR153373	Drugs (State)		Black Hawk	Service List	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TEST OF ORIGINAL NOTICE	SCSC126232	SMALL CLAIM - MONEY JUDGMENT		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>
SMITH VS JONES	SCSC126208	SMALL CLAIM - MONEY JUDGMENT		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>
SMITH VS SOMEBODY	SCSC126202	SMALL CLAIM - MONEY JUDGMENT		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>
JOHNSON VS BOSIER	SCSC126139	SMALL CLAIM - MONEY JUDGMENT		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>
TESTING REDACTION OF ANOTHER'S FILINGS	LACV105354	CIVIL LAW - PERSONAL INJURY - MEDICAL/DENTAL MALPRACTICE		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>

- This marks the case as Inactive and removes it from the view, but does not delete the case. To view inactive cases, click the **Show Inactive** button.

Ex: SCSC126139

Search My Cases
☐ Show Active
 ☒ Show Inactive
 Delete

Case Title	Case Number	Case Type	Judge	County	Certificate	Inactive	
NANCY'S TEST	SCSC126233	AUTO ACCIDENT		Black Hawk	Service List	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SMITH VS JONES	SCSC126208	SMALL CLAIM - MONEY JUDGMENT		Black Hawk	Service List	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BOB VS (I CAN'T BELIEVE HE ET (IT) ALL) BOSIER	SCSC126137	SMALL CLAIM - MONEY JUDGMENT		Black Hawk	Service List	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- To reactive a case, **uncheck** the Inactive button. This moves the case back to the Active status.

Delete a Case

For those cases where the eFiler is no longer a participant, the case has been dismissed, or for some other reason, click the check box under the Delete column and click the Delete button. If a case is deleted from My Cases view, the registered participants will no longer receive notifications on this case.

- Click the **checkbox** in the Delete column.
- Click **Delete**.

My Cases Number of cases displayed per page: 50 ▼

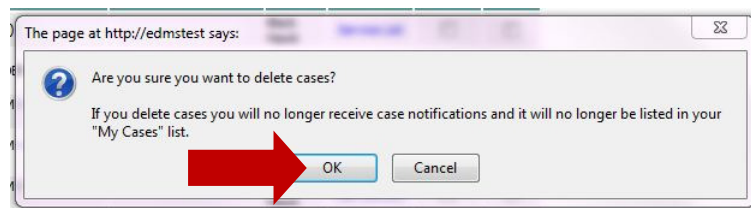
Case Number	County	Participant's Last Name	
	Black Hawk ▼		History Service List

Ex: SCSC126139

Search My Cases
☒ Show Active
 ☐ Show Inactive
 ☐ Show Both
 Delete

Case Title	Case Number	Case Type	Judge	County	Certificate	Inactive	
STATE VS GREY	SMCR153373	Drugs (State)		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>
NANCY'S TEST	SCSC126233	AUTO ACCIDENT		Black Hawk	Service List	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TEST OF ORIGINAL NOTICE	SCSC126232	SMALL CLAIM - MONEY JUDGMENT		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>
SMITH VS JONES	SCSC126208	SMALL CLAIM - MONEY JUDGMENT		Black Hawk	Service List	<input type="checkbox"/>	<input type="checkbox"/>

- A confirmation window will appear. Click **OK** to delete the case from the view.



Note! Deleting a case from the My Cases view, does not delete the case from the court server, just deleted from the eFiler's account. Cases can be re-added if the need arises.

Notifications

A Notice of Electronic Filing or Presentation (NEF) means that the eFiler will not receive a paper copy of the documents eFiled or presented by another filer to the court and previously sent to the participant and recorded in the certificate of service.

A Courtesy Notification means a paper document was submitted to the court and the clerk scanned the documents into electronic format to be recorded. Copies of these scanned documents are included in the courtesy notification.

Once a registered party has eFiled on a case and been added as a party to that case by the clerk of court, the case number is stored in a database and the username is associated with that case. When another party sends a follow-up submission on any case that has a username associated with it, an email and the notification list will be updated with the submission information.


Notifications generally go out immediately, or before the clerk reviews and records the information and documents in the submission. When a notification is Returned Not Filed and update to the notification status is set so that other parties on the case can look at the notification status to see if such a condition occurred. Some notifications do not occur until after the clerk has reviewed and recorded the information. This generally occurs when a judge submits an order to be filed.

1. Click **Notifications** from the home screen or via the Cases menu.



Note! Next to the notifications button on the home page there will be a number in parentheses (xx). This number represents the number of notifications not accessed and does not include the notifications already accessed.


- Notifications will be displayed. Those that are not read will appear in bold. Click the **Notification Name** to open the Notice of Electronic Filing (NEF).

Notifications					
Notifications for Marsha Fox					
<input type="button" value="Delete"/> <input type="button" value="Mark As Read"/> <input type="button" value="Mark As Unread"/>					
<input type="checkbox"/>	Document(s) filed by...	Case Title	Case Number	County	File Date
	PROPOSED JURY INSTRUCTIONS was filed by or in behalf of Marsha Fox	SMITH VS JONES	SCSC126208	Black Hawk	12-19-2010
	Documents: PROPOSED JURY INSTRUCTIONS				
<input type="checkbox"/>	ORDER AFTER EVALUATION was filed by or in behalf of Marsha Fox	SMITH VS JONES	SCSC126208	Black Hawk	12-15-2010
	Documents: ORDER AFTER EVALUATION				
<input type="checkbox"/>	ORDER FOR CONTINUANCE was filed by or in behalf of Alan Pearson	JOHNSON VS BOSIER	SCSC126139	Black Hawk	12-15-2010
	Documents: ORDER FOR CONTINUANCE				
<input type="checkbox"/>	PETITION was filed by or in behalf of Marsha Fox	STATE VS GREY	SMCR153373	Black Hawk	12-13-2010
	Documents: PETITION				
<input type="checkbox"/>	ANSWER was filed by or in behalf of Marsha Fox	SMITH VS JONES	SCSC126208	Black Hawk	12-06-2010
	Documents: ANSWER APPEARANCE				
<input type="checkbox"/>	BRIEF was filed by or in behalf of Marsha Fox	SMITH VS JONES	SCSC126208	Black Hawk	11-29-2010
	Documents: BRIEF				

Note! Click the Document Name to review the document that was submitted to the case.

Note! Notifications are not permanent. Currently the time limit is set to 90 days, but it can change. The court will determine this time period.

The NEF will display. The NEF will also be sent to the registered email account for registered filers.



***** IMPORTANT NOTICE - READ THIS INFORMATION *****
NOTICE OF ELECTRONIC FILING OR PRESENTATION [NEF]

A filing has been submitted to the court RE: SMCR153373
Judge:

Official File Stamp: 12-13-2010:08:22:02
Court: TRIAL COURT
Black Hawk
Case Title: STATE VS GREY
Document(s) Submitted: PETITION
Filed by or in behalf of: Marsha Fox

You may review this filing by clicking on the following link to take you to your [cases](#).

This notice was automatically generated by the courts auto-notification system.

The electronic filing system has served the following people:
TERRY ROY FOX

The moving party or the individual who filed this document is responsible for serving the following people in accordance with Iowa Code and Iowa Court Rules, including Chapter 16 Rules Pertaining to the Use of the Electronic Document Management System*:
JESSICA LYNN ARMSTRONG
WANDA JAMES
STATE OF IOWA

Note! Check the SPAM filters for the registered email account if NEFs are not received.

Note! Follow the standard paper process whenever necessary to notify parties. The courtesy notifications are not a replacement for the paper notices.

- To delete notifications, **select the checkbox** for the NEF and click **Delete**.

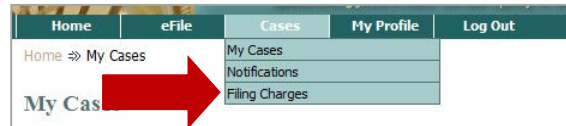


Note! Select Mark as Read or Mark as Unread to change the status of each NEF.

Filing Charges

For each case that requires a Filing fee and is paid online through the eFile system will display in the Filing Charges window. The current month is displayed by default. Select a month from the Report Month drop-down menu to change the view.

1. Select **Filing Charges** from the Cases menu.



2. Filing Charges for the current month will display. Change the month drop down to view previous month's charges.

Filing Charges

Report Month

September

September 2010 Charges for Marsha Fox

Case Title	Client #	Court Case #	County	Description	▲ Date	Account	Authorization Code	Fee
ANOTHER NEW CASE		ATCV105219	Black Hawk	ADOPTION	09-10-2010:02:52	2		\$100.00
SMITH VS SOMEBODY		SCSC126202	Black Hawk	SMALL CLAIM - MONEY JUDGMENT	09-10-2010:03:30	2		\$85.00
STATE VS CLAUS		DACV105225	Black Hawk	DOMESTIC ABUSE - DOMESTIC ABUSE JUVENILE	09-16-2010:10:44	5		\$185.00
TEST		CNCV105277	Black Hawk	CHANGE OF NAME	09-17-2010:04:44	5		\$185.00
IN THE MATTER OF LINDSEY LOHAN		JVJV013506	Black Hawk	JUVENILE - CHILD IN NEED OF ASSISTANCE	09-27-2010:11:28	1		\$185.00
SMITH VS JONES		SCSC126208	Black Hawk	SMALL CLAIM - MONEY JUDGMENT	09-28-2010:01:06	2		\$115.00
Total Charges:								\$855.00

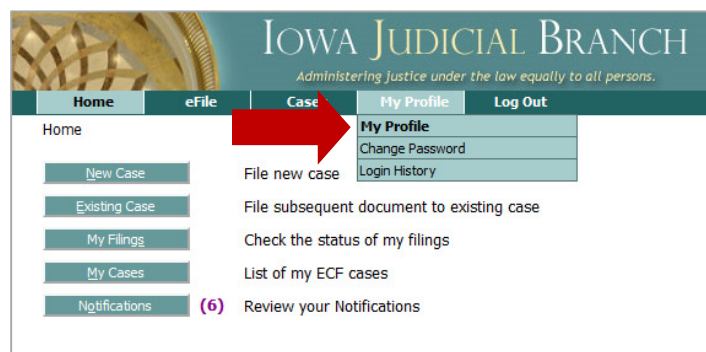
Note! For those Filing Charges that are paid directly to the clerk, they will not appear within the eFile

My Profile Menu

The My Profile allows eFilers to edit profile information, change their log in password, and review log in history.

My Profile

1. Click **My Profile**, from the My Profile menu.



2. The **User Profile** information will be displayed. Click the desired action button.

User Profile

Test Filer1
User Name: Filer1
Organization: Pro Se
ICIS ID: MSTR00001141
Phone:
Fax:
E-Mail: iowaclerks@gmail.com
1st Alternate EMail:
2nd Alternate EMail:
Address: 123 1st Ave.
Des Moines, IA 50309
US
Role: Registered Filer
Date Approved: 2010-10-22 15:44:51.000
Expiration Date:
Gatekeeper: Diana Swanson

[Modify User Profile](#) [Change Password](#) [Upload Signature](#) [Select Gatekeeper](#) [Withdraw from EDMS](#)
[Associate to Case](#)

Modify User Profile

1. **Edit details of the profile** such as notifications status or other basic information (address, phone number, email, etc) provided during registration.

Email Notification :

☐ Do NOT email me status updates for received filings

☐ Do NOT email me status updates for approved filings

☐ Do NOT email me status updates for partially approved filings

☐ Do NOT email me status updates for returned filings

***Required Fields**

User Name: Filer1

Title:

First Name: Test

Middle Name:

Last Name: * Filer1

Suffix Name:

Organization: Pro Se

ICIS ID: MSTR00001141

Phone: Fax:

Email: * iowaclerks@gmail.com

Confirm Email: * iowaclerks@gmail.com

1st Alternate Email:

2nd Alternate Email:

☐ Use My Company's Address

☒ Use My Address

Address Line 1: * 123 1st Ave.

Address Line 2:

Address Line 3:

City: * Des Moines State: Iowa

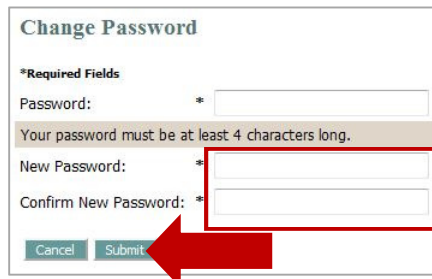
Postal Code: * 50309 Country: United States

2. Click **Submit** to accept changes.

Change Password

Passwords can be changed at any time. Passwords need to be 4 characters in length.

1. **Enter current password.**
2. **Enter new password** and **confirm** new password.
3. Click **Submit**.



Change Password

***Required Fields**

Password: *

Your password must be at least 4 characters long.

New Password: *

Confirm New Password: *

Cancel Submit

Note! Click the link on the Login screen if a password has been forgotten to assign a temporary password. After logging on with a temporary password, the password will need to be reset.

Note! Passwords can be reused.

Upload Signature

eFilers can upload an actual scanned signature from a file to their profile.

1. Complete signature fields (not required).
2. Click **Browse** to locate the signature file.
3. Click **Upload Signature**.



Upload Signature

Remove Signature Update Primary Signature

Upload a signature from a file:

Description:

Signature Text:

Signature File: Browse...

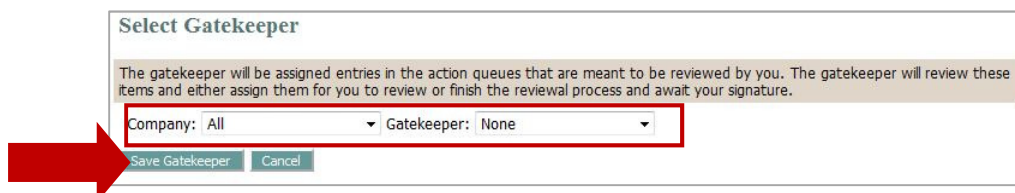
Primary Signature: ☐

Upload Signature

Select Gatekeeper

A gatekeeper can be assigned to entries in the action queues that are meant to be reviewed by the registered eFiler. The gatekeeper will review these items and either assign them to the registered eFiler to review or finish the review process.

1. Select **Company Name**.
2. Select the **Gatekeeper**.
3. Click **Save Gatekeeper**.



Select Gatekeeper

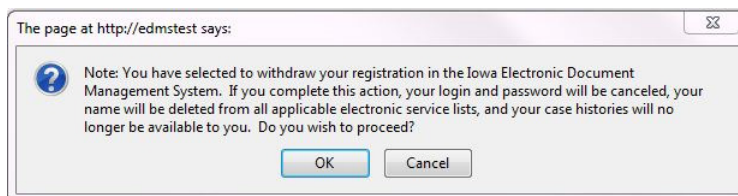
The gatekeeper will be assigned entries in the action queues that are meant to be reviewed by you. The gatekeeper will review these items and either assign them for you to review or finish the review process and await your signature.

Company: All Gatekeeper: None

Save Gatekeeper Cancel

Withdraw from EDMS

Registered eFilers can select to withdraw a registration in the Iowa Electronic Document Management System. This action will cancel the login and password and remove the eFiler from the applicable electronic service lists and case histories will no longer be available.



Login History

The Login History will display any Login failures for the account profile. The list shows the attempts along with the date, login result, and IP address.

Login History		
Test Filer1 Log In History		
Employee Account Status: Active		
Date Logged In	Log In Result	Requesting IP Address
2010-12-28 15:29:53.0	Denied	192.168.131.187
2010-12-28 15:29:50.0	Denied	192.168.131.187
2010-12-27 10:27:48.0	Denied	192.168.131.187
2010-12-23 05:32:56.0	Denied	192.168.131.187
2010-11-18 15:19:22.0	Denied	192.168.131.187
2010-11-04 10:42:36.0	Denied	192.168.131.187
2010-11-04 10:42:32.0	Denied	192.168.131.187

The information contained in the training materials for the Iowa Judicial Branch Electronic Document Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.